

Contract notification

CN number:	2025-04	Date: 29 January 2025
To:	Chief Executive Officer or equivalent	
Purpose:	General information	
Scope:	All 2024-25 VET funding contracts	
Subject:	2025 SVTS payment processing dates	

Purpose

This contract notification is to advise you of the SVTS payment processing dates for 2025 and January 2026.

Background

SVTS calculates your monthly Skills First payment based on the training delivery data you upload. We run the claims confirmation report each night to identify the payment records payable for the month. This process changes the status of these records to 'PAY' and adds them to the next payment processing cycle.

Main points

Submit correct data

Your data submission must be correct at the time of your upload. You must ensure that any incorrect claims are not processed for payment.

We start processing invoices on the third business day of each month. This means you have until the second business day of each month to 'unconfirm' any positive claims with the payment status of 'PAY' for which you do not want to be paid.

Data to meet the Student Statistical Collection Guidelines

You must submit training delivery data that complies with the Victorian VET Student Statistical Collection Guidelines. If your previously submitted data is incorrect, you must resubmit the correct data by the following month's payment processing date.

Resources

Please use the following resources in the 'Documents' section of SVTS.

- [Fact Sheet: Payments under Skills First](#) (published in December 2023)
- [Victorian VET Student Statistical Collection Guidelines 2025](#) (published 29 October 2024)
- [Guide to data reporting, claims and payments in SVTS](#) (published 24 January 2025)

If you have questions, lodge an enquiry via SVTS using one of these two categories – Claims Confirmation or Claims Payments.

Critical dates

Payment processing date	Payment to nominated bank account by
Wednesday, 5 February 2025	Friday, 14 February 2025
Wednesday, 5 March 2025	Monday, 17 March 2025
Thursday, 3 April 2025	Monday, 14 April 2025
Monday, 5 May 2025	Wednesday, 14 May 2025
Wednesday, 4 June 2025	Monday, 16 June 2025
Thursday, 3 July 2025	Monday, 14 July 2025
Tuesday, 5 August 2025	Thursday, 14 August 2025
Wednesday, 3 September 2025	Friday, 12 September 2025
Friday, 3 October 2025	Tuesday, 14 October 2025
Wednesday, 5 November 2025	Monday, 17 November 2025
Wednesday, 3 December 2025	Friday, 12 December 2025
Mid - January 2026 (TBC)	Late - January 2026 (TBC)

Note:

- (i) All claims are confirmed after each upload, including any previously un-confirmed claims.
- (ii) The second business day of each month will be your last day to upload and un-confirm claims, if necessary.
- (iii) At least once a month, you must successfully upload to SVTS your comprehensive training activity data for the current data collection year.

Ryan Collins

Executive Director

Training Operations and Assurance